



**Job Title:** Graduate Assistant for Institutional Research

**Department:** Institutional Research

**Reports To:** Assistant Director for Institutional Research, Statistical Data Analyst

**Job Summary:**

Performs responsible work in the development, production, and interpretation of statistical and analytical reports that support decision making functions and planning. This position also designs questionnaires to gather necessary data as well as assists the campus community in data literacy.

**Primary Job Duties and Responsibilities:**

1. Assists with the development and design of questionnaires, surveys and data gathering tools to ensure the necessary information captured pertains to educational trends and college needs.
2. Assists with data cleaning and preparation for data analysis.
3. Assists in producing statistical and analytical reports and presentations related to retention, graduation, etc.
4. Assists with administrative responsibilities as needed such as answering the phone, checking mail, etc.
5. Performs other related duties and specific assignments when called upon by the staff of IR.
6. Adheres to University and department policies, procedures, and regulations.

**Skills/Qualifications:**

1. Must have Bachelor's Degree and be accepted into a Graduate School program. Student must be work-study eligible.
2. Ideal candidate would have statistical and/or computer programming experience.
3. Ideal candidate will be enrolled in a graduate program that contains several statistical courses.